

COMPUTATION OF FINAL INDIVIDUAL RATING FOR
ADMINISTRATIVE STAFF

Name of Administrative Staff: **SALOMA B. GISULGA**

Particulars (1)	Numerical Rating (2)	Percentage Weight 70% (3)	Equivalent Numerical Rating (2x3)
1. Numerical Rating per IPCR	4.40	4.40 x 70%	3.08
2. Supervisor/Head's assessment of his contribution towards attainment of office accomplishments	3.60	3.60 x 30%	1.08
TOTAL NUMERICAL RATING			4.16

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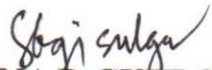
Add: Additional Approved Points, if any: 0.1

TOTAL NUMERICAL RATING: 4.26

ADJECTIVAL RATING: **VERY SATISFACTORY**

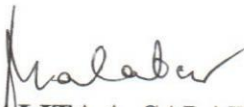
Prepared by:

Reviewed by:



SALOMA B. GISULGA
Name of Staff


MARIA AURORA T.W. TABADA
Department/Office Head

Recommending Approval:


ANALITA A. SALABAO
Dean, CME

Approved:


BEATRIZ S. BELONIAS
VP for Instruction

EMPLOYEE DEVELOPMENT PLAN

Name of Employee: **SALOMA B. GISULGA**

Performance Rating: VERY SATISFACTORY

Aim: Enhance capacity to implement BMIS.

Proposed Interventions to Improve Performance:

Date: January 2, 2019

Target Date: June 30, 2019

First Step:

To attend meeting of BMIS coordinators at UPLB.

Result:

Attend meeting and familiarize with the improved features of BMIS.

Date: July 1, 2019 Target Date: December 31, 2019

Next Step:

Attendance to the DSWD-CDD Research orientation.

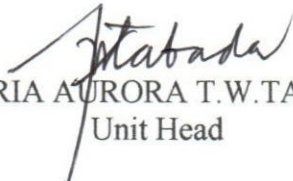
Outcome:

Better appreciation of BMIS as a tool for planning and monitoring.

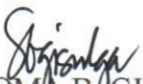
Final Step/Recommendation:

Together with Ms. Monteroso to write article on BMIS experiences and submit for publication to VSU journals by 2nd Quarter of 2019.

Prepared by:


MARIA AURORA T.W. TABADA
Unit Head

Conforme:

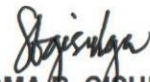

SALOMA B. GISULGA
Name of Ratee Faculty/Staff

Visayas State University
OFFICE OF THE VICE PRESIDENT FOR RESEARCH & EXTENSION

Visca, Baybay City, Leyte

INDIVIDUAL PERFORMANCE COMMITMENT & REVIEW (IPCR)

I, **SALOMA B. GISULGA**, of the BIDANI, VSU, Visca, Baybay City, Leyte, commits to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated me for the period January to June 2019.


SALOMA B. GISULGA
Ratee

Date: _____


MARIA AURORA TERESITA W. TABADA
Head of Unit
Date: _____

MFO Description	Success /Performance Indicator (S/PI)	Task Assigned	Target		Rating					Remark
				Actual Accomplish-ment	Quality	Efficiency	Timeliness	Average		
UMFO 4. Extension Services										
MFO 4.1 Advocacy/partnership		Conducted advocacy for adoption and re-adoption/ updating BMIS								
	S/PI 1. Number of MOA on BMIS SUCs and LGUs		1	1	4.00	4.00	4.00	4.00	Hilongos	
	S/PI 2. Number of barangay LGUs updating BMIS thru its integration to 2018 OPT+		75	92	4.80	4.80	4.80	4.80	Baybay City, Macrohon	
	S/PI 3. Number of LGU's BMIS teams organized & re-organized with executive orders		2	1	4.00	4.00	4.00	4.00	Hilongos	

	S/PI 4. Number of SUC's BMIS teams organized & strengthened		1	1	4.00	4.00	4.00	4.00	VSU-Isabel, VSU-Tolosa
	S/PI 5. Number of SUC's technical experts coordinated for establishing BMIS at the LGUs		1	2	4.50	4.50	4.50	4.50	UPLB, VSU-Department of G Engineering
	S/PI 6. Amount of extension money generated from external funding		100,000	565,000	4.80	4.80	4.80	4.80	Ormoc City (226 participants 500)
					26.10	26.10	26.10	26.10	
					4.35	4.35	4.35	4.35	
MFO 4.2 BMIS trainings conducted		Conducted BMIS trainings/seminar workshops							
	S/PI 1. Number of trainings/ seminars/ conferences conducted on BMIS		3	3	4.00	4.00	4.00	4.00	Baybay City, Macrohon, Hilo
	S/PI 2. Number of persons trained on BMIS		300	463	4.90	4.90	4.90	4.90	Baybay City (BMIS, GIS, BIDE City, Isabel
	S/PI 3. Number of person-days trained weighted by length of training		300	529	4.80	4.80	4.80	4.80	Ormoc (2 days x 226= 452); I Isabel (77)
	S/PI 4. % of trainees who rated training as satisfactory or better		90	90	4.00	4.00	4.00	4.00	
	S/PI 5. % Requests for trainings responded to within 3 days		90	90	4.00	4.00	4.00	4.00	
	S/PI 6. Number of city/municipal information system established		2	2	5.00	5.00	5.00	5.00	Baybay City, Ormoc City
	S/PI 7. Number of barangay LGUs funded for BMIS training		150	202	4.50	4.50	4.50	4.50	Baybay City, Ormoc City
					31.20	31.20	31.20	31.20	
					4.46	4.46	4.46	4.46	
MFO 4.3 IEC materials prepared and distributed		Prepared and distributed IEC materials							
	S/PI 1. Number of IEC materials/ technoguides developed/used		2	2	4.50	4.50	4.50	4.50	hand-outs, BMIS updated ve

	S/PI 2. Number of IEC materials distributed		3	4	4.00	4.00	4.50	4.17	Type of powerpoint present: BMIS training modules, new notes, manual and training p
					8.50	8.50	9.00	8.67	
					4.25	4.25	4.50	4.33	
MFO 4.4 Technical backstopping activities		Provided technical backstopping activities thru meetings, on-site coaching, phone calls and emails							
	S/PI 1. Number of persons provided with technical assistance thru:								
	City/municipal team meetings		15	71	4.50	4.50	4.50	4.50	Hilongos, Macrohon
	SP & Liga ng Barangay session		50	85	4.50	4.50	4.50	4.50	Baybay City & Ormoc City
	Barangay secretary meeting		175	386	4.50	4.50	4.50	4.50	Ormoc City
	C/MNC meeting		30	49	4.50	4.50	4.50	4.50	Baybay City, Ormoc City
	RTWG meeting		40	40	4.00	4.00	4.00	4.00	NNC 8, Palo
	ECCD- national TAME monitoring		40	75	4.5	4.5	4.5	4.50	NNC national, provincial & L Hilongos, Mahaplag, Abuyog City
					26.50	26.50	26.50	26.50	
					4.42	4.42	4.42	4.42	
Total Over-all Rating					92.3	92.3	92.8	92.5	
Average Rating					4.40	4.40	4.42	4.40	
Adjectival Rating			VERY SATISFACTORY						

Comments & Recommendations for Development Purpose:

Evaluated & Rated by:


MARIA AURORA TERESITA W. TABADA
Dept./Unit Head

Date: _____

1-Quality

2- Efficiency

3- Timeliness

Recommending Approval:


ANALITA A. SALABAO
Dean

Date: _____

4- Average

Approved:


BEATRIZ S. BELONIAS
Vice President for Instruction

Date: _____

Ms. Gisulga's work as BMS Coordinator assisting the City of Baybay has reaped an award for Baybay. It has been identified as a learning hub because of its use of BMS by the Phil. Commission on Women (PCW). No small measure due to Ms. Gisulga's untiring efforts.

Instrument for Performance Effectiveness of Administrative Staff

Rating Period: January-June 2019

Name of Staff: Saloma B. Gisulga Position: SRS 1

Instruction to supervisor: Please evaluate the effectiveness of your subordinate in contributing towards attainment of the calibrated targets of your department/office/center/college/campus using the scale below. Encircle your rating.

Scale	Descriptive Rating	Qualitative Description
5	Outstanding	The performance almost always exceeds the job requirements. The staff delivers outputs which always results to best practice of the unit. He is an exceptional role model
4	Very Satisfactory	The performance meets and often exceeds the job requirements
3	Satisfactory	The performance meets job requirements
2	Fair	The performance needs some development to meet job requirements.
1	Poor	The staff fails to meet job requirements

A. Commitment (both for subordinates and supervisors)		Scale				
1.	Demonstrates sensitivity to client's needs and makes the latter's experience in transacting business with the office fulfilling and rewarding.	5	4	3	2	1
2.	Makes self-available to clients even beyond official time	5	4	3	2	1
3.	Submits urgent non-routine reports required by higher offices/agencies such as CHED, DBM, CSC, DOST, NEDA, PASUC and similar regulatory agencies within specified time by rendering overtime work even without overtime pay	5	4	3	2	1
4.	Accepts all assigned tasks as his/her share of the office targets and delivers outputs within the prescribed time.	5	4	3	2	1
5.	Commits himself/herself to help attain the targets of his/her office by assisting co-employees who fail to perform all assigned tasks	5	4	3	2	1
6.	Regularly reports to work on time, logs in upon arrival, secures pass slip when going out on personal matters and logs out upon departure from work.	5	4	3	2	1
7.	Keeps accurate records of her work which is easily retrievable when needed.	5	4	3	2	1
8.	Suggests new ways to further improve her work and the services of the office to its clients	5	4	3	2	1
9.	Accepts additional tasks assigned by the head or by higher offices even if the assignment is not related to his position but critical towards the attainment of the functions of the university	5	4	3	2	1
10.	Maximizes office hours during lean periods by performing non-routine functions the outputs of which results as a best practice that further increase effectiveness of the office or satisfaction of clientele	5	4	3	2	1
11.	Accepts objective criticisms and opens to suggestions and innovations for improvement of his work accomplishment	5	4	3	2	1
12.	Willing to be trained and developed	5	4	3	2	1
Total Score		47				
B. Leadership & Management (For supervisors only to be rated by higher supervisor)		Scale				
1.	Demonstrates mastery and expertise in all areas of work to gain trust, respect and confidence from subordinates and that of higher superiors	5	4	3	2	1
2.	Visionary and creative to draw strategic and specific plans and targets of the office/department aligned to that of the overall plans of the university.	5	4	3	2	1

3. Innovates for the purpose of improving efficiency and effectiveness of the operational processes and functions of the department/office for further satisfaction of clients.	5	4	3	2	1
4. Accepts accountability for the overall performance and in delivering the output required of his/her unit.	5	4	3	2	1
5. Demonstrates, teaches, monitors, coaches and motivates subordinates for their improved efficiency and effectiveness in accomplishing their assigned tasks needed for the attainment of the calibrated targets of the unit	5	4	3	2	1
Total Score					
Average Score	4.6				

Overall recommendation : _____



MARIA AURORA TERESITA W. TABADA
Name of Head